

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 104-07

OPEN TO: All Interested Candidates

POSITION: Human Resources Clerk, FSN-6; FP-8 (Full performance level)*
(Temporary position for 8 months)

OPENING DATE: March 29, 2007

CLOSING DATE: April 12, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: \$28,662 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

*Ordinarily Resident: €1,790 p.a. (Starting salary)
(Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Skopje is seeking individual for the position of **Human Resources Clerk in the Management Section.**

BASIC FUNCTION OF POSITION

Under direct supervision of the HR Officer serves as the HR Technician responsible for performing a variety of technical administrative and clerical functions in support to the Mission employees (Locally Employed staff and American staff). Performs all administrative functions associated with the processing of social security transactions for LES staff. Processes requests for visas for mission employees. Prepares supporting documentation, travels to and from other diplomatic missions to obtain requested documents. Maintains the filing system and updates Human Resources files.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. One and a half to two years of clerical experience is required. Six months of this experience should be in a HR Office.

3. Level IV (Fluent knowledge) Speaking/Reading English and Level IV (Fluent knowledge) Speaking/Reading Macedonian is required.
4. Must have a good knowledge of general office operations and procedural requirements pertaining to functions performed in the HR Office.
5. Good communications and service oriented interpersonal skills are required. Ability to work under pressure. To complete work assignments in a timely matter. Ability to use computer equipment and to draft correspondence. Good typing skills are required.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia

E-mail: ApplicationS@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: APRIL 12, 2007

The US Mission in Macedonia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.